

## **AUTHORIZED PERSONNEL**

### **POLICY.**

It is the policy of the Deschutes County Adult Jail (DCAJ) and Work Center (WC) to provide institutional security by limiting access to the facility to authorized persons only.

### **PURPOSE.**

The purpose of this policy is to ensure the safety and security of inmates and staff by permitting only authorized person's access to the facility.

### **OREGON JAIL STANDARDS:**

- E-104 Facility Access

### **REFERENCES:**

- ORS 169.076 Standards for local correctional facilities

### **DEFINITIONS.**

**Authorized Persons.** Persons with prior authorization by the Sheriff, Corrections Captain, Corrections Lieutenants, or designee(s), including delivery persons, repair personnel, on-duty law enforcement officers, attorneys, interpreters, volunteers and DCSO staff not directly involved in the operation of the DCAJ or WC.

**DCAJ Administration Staff.** Corrections office assistants, corrections administration personnel and corrections specialists.

**DCAJ Corrections Staff.** Corrections technicians, corrections deputies, corrections sergeants, corrections lieutenants, corrections captain, and sheriff.

**DCAJ Medical Staff.** Facility nurses, facility doctor, Sheriff's Office mental health specialists and other authorized medical or mental health personnel.

**DCAJ Support Staff.** Contract service providers (corrections cooks), facility maintenance personnel, and Deschutes County mental health workers.

**DCSO Staff.** All other employees of the Deschutes County Sheriff's Office.

**Limited Access Areas.** Those areas of the facility whose access is limited by Control Center staff and where contact with inmates may be possible, including the auto sally port, pre-booking, booking, video arraignment rooms, administration offices and conference rooms.

**Public Areas.** Those areas of the facility open to the public, including the facility lobby, non-contact visiting areas, attorney rooms and Inmate Services lobby.

**Secure Housing Unit (SHU).** The area of the facility containing housing units 100 through 1100, the recreation yards, law library, Control Center, and program offices. It is entered via the Main Hallway or the hallway to the Visiting/Attorney Room/Arraignment Room.

**South Jail.** The area of the facility containing housing units 1500 through 2000. This area of the jail is entered through the Main Hallway or the southwest walk-through sally port.

## **PROCEDURES.**

### ***SECTION A: DCAJ CORRECTIONS STAFF***

- A-1.** On-duty corrections staff have unlimited access to the facilities as necessary, to perform their duties and ensure the safe operation and security of the facilities.
- A-2.** Off-duty corrections staff must have approval from an on-duty supervisor to enter the limited access areas of the facilities. Corrections staff have unlimited access to staff locker rooms or administrative offices.

### ***SECTION B: DCAJ ADMINISTRATION STAFF***

- B-1.** Administration staff has access to areas of the facility where they will not be in direct contact with inmates. Their movement through the facility will be facilitated by corrections staff when contact with inmates may be possible.

### ***SECTION C: DCAJ SUPPORT STAFF***

- C-1.** Facility maintenance personnel must be escorted by corrections staff when working in the secure housing unit and/or other facility areas where direct contact with inmates may occur. If inmates have been cleared from a housing area, facilities maintenance personnel may be left alone provided they are secured from inmate contact.
- C-2.** Contract employees (corrections cooks) may have access to the facility as necessary to perform their duties. Access to the secure housing unit is limited to times when there is no inmate movement or when corrections staff are available to provide escort. Contact with inmates, outside of the facility kitchen, is limited to contact through food pass access ports unless escorted by corrections staff.

***SECTION D: DCAJ MEDICAL STAFF***

- D-1.** The medical staff may have access to the facility as necessary to perform their duties. Access to the SHU or South Jail is limited to times when there is no inmate movement or when corrections staff are available to provide escort. Mental health personnel may have limited one-on-one contact with inmates in the law library interview room. To facilitate this, mental health staff will be in possession of a jail radio to contact Control Center staff.
- D-1.** Other medical or mental health personnel will only have access, beyond the public and limited access areas of the facility, when accompanied by corrections staff.

***SECTION E: DCSO STAFF***

- E-1.** DCSO staff may have access to the facility, beyond the public and limited access areas of the facility, when accompanied by corrections staff.

***SECTION F: AUTHORIZED PERSONS***

- F-1.** Authorized persons may only have access to the facility, beyond the public areas of the facility, when accompanied by corrections staff.
- F-2.** On-duty law enforcement officers may have limited access to areas of the jail, after approval from an on-duty shift supervisor and will be escorted by corrections staff.
- F-3.** Attorneys, legal assistants and interpreters may have access to attorney rooms, conference rooms and video arraignment rooms as necessary to provide services to their clients. When in these areas, and likely to be contacted by inmates, they must be escorted by corrections staff.

***SECTION G: GENERAL PUBLIC & FACILITY TOURS***

- G-1.** Members of the general public are limited to the public areas of the facility unless authorized by a Corrections Lieutenant, Corrections Captain, or Sheriff. All such visitors must be accompanied by corrections staff when outside of the public areas of the facility.
- G-2.** Tours of the facility are limited to the Board of Commissioners, the Grand Jury, and other persons authorized by the Corrections Captain or Sheriff. Tours must be accompanied by corrections staff when inside the facility.
- G-3.** Non-essential persons such as contractors, inspectors, and contracted maintenance must have a criminal history and driver's license check before entry is allowed into the facility. Subjects on parole, probation or who have any felony convictions must receive approval

from a Corrections Lieutenant, Corrections Captain or Sheriff. All such non-essential persons must be accompanied by corrections staff.